

APPLICATION TO BECOME AN ADMINISTRATOR-IN-TRAINING (AIT)

INSTRUCTIONS

You may qualify for the AIT program if you have a baccalaureate degree or certain types and amounts of work experience. Applicant qualifications are set forth in Section 1416.2(6), 1416.55(C), of the Health and Safety Code.

If you qualify for the AIT program, it is your responsibility to arrange for the designated administrator of a skilled nursing facility or intermediate care facility, possessing a valid preceptor certificate, to supervise the program. A list of approved preceptors is provided upon receipt of a written request along with a \$15.00 fee. When a preceptor agrees to oversee a program, complete the attached application and return it to the Program at the address listed above.

If you indicated on your application you have been convicted of a crime, for each conviction you must submit certified copies of the arrest report, court documentation evidencing compliance with any terms of probation, restitution, or other sanctions imposed, a probation officer report, if applicable, and a certificate of rehabilitation, if applicable. Please contact the Program for additional information.

Please note: Applications for the AIT program (and all required documentation) **MUST** be received at least 30 days prior to the requested program start date. The application process must be completed within six months of the original date of application. You have one year to complete your AIT training program at the minimum training hours of 20 per week. You will complete your training prior to a year if you train more than 20 hours per week. The training year begins upon completion and approval of your AIT application. If you have a program interruption you must contact NHAP immediately in writing. You will have one year from the date you stopped your training to restart your training program.

THE FOLLOWING ITEMS **MUST** ACCOMPANY THE APPLICATION:

1. A recent photo, approximately 2" x 2", clearly picturing applicant's face.
2. A check or money order for \$181.00, made payable to Nursing Home Administrator Program (application fee: \$100; \$25 processing fee; State and Federal criminal record check fees: \$56).
3. An outline of a 1,000-hour training program prepared by your preceptor based on an assessment of your individual needs. **(See notes #1 and #2.)**
4. If you qualify under the basis of ten years of work experience as a registered nurse (RN), a copy of your RN license must also accompany the application.
5. An **OFFICIAL TRANSCRIPT** must be obtained from your college/university and provided in an **unopened** envelope. (Transcripts that appear to be opened by the applicant will be rejected.) If your units earned or degree/credentials were not conferred in the United States, you must acquire a credential equivalency evaluation in lieu of providing an official transcript. Please contact the Program for additional information. **(See note #3.)**
6. A completed Live Scan form evidencing transmission by an approved Live Scan agency. Criminal record checks are processed at both state and federal levels.
The Criminal Record Check Instruction Sheet contains additional information. **(See note #4.)**

Please do not contact the Program unless at least **45 days** have passed since you have mailed the application. If the Program approves your application, you will receive written notification.

If your application does not include all items noted above, the entire package will be returned to you resulting in additional processing time. **(OVER)**

All items of information requested on the AIT application are MANDATORY. Failure to provide any of the requested information may result in a delay in the processing of your application or the rejection of the application. The information provided will be used to determine your qualifications to enter the AIT program.

NOTE #1: The preceptor, based on a pre-training assessment of the applicant's education and experience, shall develop the 1,000-hour training outline. If your preceptor does not have a copy of a preceptor manual, one may be purchased from the Program for \$25.00.

NOTE #2: Unless you qualify for the AIT program under one of the methods described in the Health and Safety Code, your application will not be approved. The \$181.00 application fee is **non-refundable**.

NOTE #3: Regardless of the number of universities or colleges attended, the Program requires only one transcript indicating you were awarded an academic degree (baccalaureate or higher). Each transcript must bear the official seal of the school. Do not send diplomas, copies of diplomas, certificates of attendance at seminars, letters of recommendation.

NOTE #4: **You must contact the Program** and request: a Live Scan form. You must submit the second copy of the completed LS form evidencing transmission.

Approved Live Scan locations, addresses, telephone numbers and hours of operation are located on the internet at: <http://caag.state.ca.us/app/contact.pdf>. The Live Scan option allows an electronic imaging of fingerprints to be used in performing a background check.

Your criminal record check (Live Scan form) **must** be completed with the Nursing Home Administrator Program as the contributing agency. Criminal record checks previously processed by another state agency or your employer do *not* satisfy the Program's criminal record check requirement.

IF YOU HAVE QUESTIONS PLEASE CALL THE PROGRAM AT (916) 552-8780, OR CONTACT US BY ELECTRONIC MAIL AT NHAP@DHS.CA.GOV.